

6 School/college and university education (from age 11, starting with the most recent)

From	To	Institution	PT/FT/SW
MMYY	MMYY		
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7 Qualifications completed (exams or assessment, etc)

Date	Subject	Level eg. GCSE, A level, BTEC, other	Result/grade	Date	Subject	Level eg. GCSE, A level, BTEC, other	Result/grade
MMYY				MMYY			
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8 Qualifications not yet completed

Subject	Level of award eg. BA (Hons)	Expected completion date
		MMYY
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>

9 English language proficiency (international students only)

Was English the language of instruction in your previous institution Yes No Partly

Number of years you have studied in English

I hold the following qualifications

DDMMYY

IELTS Score (if known) Date of test Location

TOEFL Score (if known) Date of test Location

Other (please specify)

Score (if known) Date of test Location

If test yet to be completed, please state date to be taken Location

IELTS TOEFL Other

10 Additional training

Subject	Organising institution	Completion date
		MMYY
		<input type="text"/>
		<input type="text"/>
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		<input type="text"/>
		<input type="text"/>
		<input type="text"/>

11 Employment history

Name of employer/organisation	Nature of work	From	To	PT/FT
		MMYY	MMYY	
		<input type="text"/>	<input type="text"/>	
		<input type="text"/>	<input type="text"/>	
		<input type="text"/>	<input type="text"/>	
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		<input type="text"/>	<input type="text"/>	
		<input type="text"/>	<input type="text"/>	

HOW TO APPLY

Please retain these instructions for your reference. Your application form should be completed in **BLOCK CAPITALS** in black ink or type. You should keep a photocopy of your completed application form so you can remember the information you have included in it, in case you are asked to attend an interview.

THESE INSTRUCTIONS SHOULD BE READ BY ALL APPLICANTS.

Thank you for your interest in Northumbria University. These notes are designed to help you complete your application for admission to the University. **PLEASE ENSURE THAT YOU READ THESE NOTES CAREFULLY.** Overseas applicants should also read the section entitled '**NOTES FOR APPLICANTS FROM OVERSEAS**'.

It is important to include all relevant details and documents. This will help us to process your application without any unnecessary delay. If you fail to provide the information required by the University, or provide false or misleading information, the University reserves the right to reject or withdraw your application, revise your fees status or cancel your registration.

SECTION 1 PERSONAL DETAILS

Give your **title** (for example Mr or Miss), your **surname or family name** and your **first or given names**. It is important that the names you give are the same as on official documents such as your passport and qualifications certificates. If you receive an offer, the University will send you a letter addressing you by the names you provide on your form. Overseas applicants may find their visa application is delayed if the name on their offer letter does not match the name on their passport.

Give your sex (**Male** or **Female**) and your **date of birth**. This should be in the format:

Day Month Year

Please give your **home address**. If your home address is not the address where you wish the University to write to you, please also give a **postal address**. If you provide a postal address, the University will send any correspondence to this address. Overseas applicants should note that, for visa purposes, the University will always use your home address in any offer letter. You may also provide address labels in your own language if necessary for postal reasons.

If you have an email address, please write this down in **BLOCK CAPITALS**.

SECTION 2 FURTHER DETAILS

The information you provide in this section will be used by the University to determine your fee status. You must complete this section in full. Failure to complete this section in full may result in you being assessed as an overseas student for fees purposes.

Area of Permanent Residence: If you live in the UK state your area of permanent residence.
For example, Tyne and Wear, London, Devon
If you live outside the UK state the country (eg Italy) where you are living.

Country of Birth: **Must be entered by all applicants**
Nationality: **Must be entered by all applicants**

SECTION 3 COURSES APPLIED FOR

Please specify in order of preference the courses for which you wish to be considered. Applicants from overseas who wish to apply for a preparatory English programme should also list this here.

SECTION 4 CRIMINAL CONVICTIONS

The University has a duty of care to its students and staff, and to help reduce the risk of harm or injury to them caused by the criminal behaviour of other students, the University must know about any **relevant** criminal convictions that an applicant may have.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph below).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you **MUST** tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind over orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau (CRB) and the University will send you the appropriate documentation to complete. Further details about the CRB and its work can be found at www.crb.gov.uk.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults	All other courses
<p>For these courses, you must enter X in the box if either of the following statements apply to you:</p> <p>a. I have a criminal conviction b. I have a spent criminal conviction c. I have a caution (including a verbal caution) d. I have a bind-over order e. I am serving a prison sentence for a criminal conviction.</p> <p>If statement e. applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p>	<p>For these courses, you must enter X in the box if either of the following statements apply to you:</p> <p>a. I have a relevant criminal conviction that is not spent b. I am serving a prison sentence for a relevant criminal conviction.</p> <p>If statement b applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p> <p>Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them</p>

Applicants who enter X in the box will not be automatically excluded from the application process. However the university may want to consider your application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must inform the university immediately by contacting Admissions in writing. Your letter should be marked private and confidential for the attention of the Admissions Officer. Do not send details of the offence; simply inform the university that you have a relevant criminal conviction. You may then be asked to supply more details.

SECTION 5 DISABILITY/SPECIAL NEEDS

Applications are welcome from students with disabilities. If you have a disability, special need (including dyslexia or other specific learning difficulty) or a medical condition, please select the most appropriate code from the list on this page and enter it in the box. If you do not have a disability, special need or medical condition, then please use code 0. If you do not want to give this information now, leave the box blank. If you would like to speak to a member of staff in confidence about your disability, then please contact the Disability Adviser on 0191 227 3385.

Disability, special needs or medical condition codes

- | | |
|--|--|
| 0 None | 6 You have mental health difficulties |
| 1 You have a specific learning difficulty (for example dyslexia) | 7 You have a disability that cannot be seen for example diabetes, epilepsy, or a heart condition |
| 2 You are blind or partially sighted | 8 You have two or more of the above |
| 3 You are deaf or hard of hearing | 9 You have a disability, special need or medical condition that is not listed above. |
| 4 You use a wheelchair or have mobility difficulties | |
| T You have Autistic Spectrum Disorder or Asperger Syndrome | |

SECTION 6 SCHOOL/COLLEGE AND UNIVERSITY EDUCATION

Give the names and brief addresses of the three most recent educational establishments you have attended, including the current one if appropriate. List the most recent one first.

SECTION 7 QUALIFICATIONS COMPLETED

It is important that the details in this section are completed correctly. You should include all qualifications for which you have received an award. If you do not have enough space, then please continue on a separate sheet clearly marked with your full name, date of birth and the course for which you are making application.

SECTION 8 QUALIFICATIONS NOT YET COMPLETED

You should list all of the qualifications you are studying for now and all those for which you are awaiting results.

SECTION 9 ENGLISH LANGUAGE PROFICIENCY

THIS SECTION SHOULD BE COMPLETED ONLY BY THOSE APPLICANTS WHOSE FIRST LANGUAGE IS NOT ENGLISH.

If English was the language of instruction in any of your academic studies, please give full details of the number of years you have studied in English and at which institution(s). If you have already sat an English test, such as IELTS or TOEFL, then you should indicate your score in the box provided. If you have yet to sit a test, you should indicate when you will sit the test and when you expect to receive your results.

SECTION 10 ADDITIONAL TRAINING

Please include details of any additional training you may have undertaken. This can include work based training.

SECTION 11 EMPLOYMENT HISTORY

Please give the names and addresses of your most recent employers (if any) and briefly describe your work. If you wish, you may attach a CV/resume or summary describing in more detail the nature of the work undertaken, positions held and responsibilities.

SECTION 12 PERSONAL STATEMENT

This section is for any other information you would like to be taken into account in support of your application. This could include your reasons for your choice of course; career aspirations and any achievements/experiences you feel would be relevant. Include social, sporting and other interests. If you lack relevant formal qualifications, use this space to outline any relevant experiences that may be taken into account. Also, if you are applying for deferred entry, please state your reasons.

SECTION 13 REFEREES

This section also contains space for you to include the names and contact details for two referees. Please supply a reference from one of them, using the supplementary reference form provided, and submit with your completed application form. If required, the admissions team can approach your other referee for an additional reference. Your referee should be someone who has taught you or knows you in a professional capacity. Friends, family members, or representatives (agents) cannot be given as referees.

SECTION 14 DECLARATION

You must sign this yourself. Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement to this.

IMPORTANT NOTE

The University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the University interfere with its ability to provide such services, the University undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The University does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

Should you become a student of the University, this notice shall be a term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

THE DATA PROTECTION ACT 1998

The information that you give on your application form will be used for the following purposes only:

1. To enable your application for admission to be considered.
2. To enable the University to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published.
3. To enable the University to initiate your student record.

WHAT HAPPENS NEXT

Please send your form to:

Admissions
Northumbria University
Trinity Building
Northumberland Road
Newcastle upon Tyne
NE1 8ST

The University will send you an acknowledgement to tell you that your application has been received and will provide you with an application number. Please record that number here: / . You should quote this number in all your dealings with the University. Good luck with your application.

NOTES FOR APPLICANTS FROM OVERSEAS

You should read the instructions above carefully. In addition, you should also note the following important points:

- You must complete the application form yourself and in English. You should complete all sections as fully as possible. If you miss out any important information, the University may not be able to process your form and your application will be delayed.
- Please write in block capitals and black ink. If University staff cannot read your application, then this may lead to mistakes being made in your offer letter and your visa application being delayed.
- You should include copies of your academic qualifications/transcripts with your application form. These **MUST** be in **ENGLISH**. If the originals of these documents are in your own language, then you must include a certified translation.
- You should apply for your course in good time. You will need to apply for a visa and make all of the necessary preparations to study in the UK. The University reserves the right to refuse to process application forms from those applicants who wish to begin a course in September whose form is received after the end of July of the year of application. In these circumstances, your application will be considered for the next available intake. Applicants who wish to apply for a course that begins in January/February should aim to send their application form so it arrives at the University before the end of November.
- You should also remember to tell us if you have a relevant criminal conviction (see section 5 above).
- If you have any disabilities, special needs or medical condition please tell us about these by completing the relevant box. This will help us to determine if you will need any special facilities or support. If you do not have a special need, then please use code '0'.
- If you intend to apply for any art or design course or the BA (Hons) in Architectural Design and Management, the BSc (Hons) in Product Design and Technology, or the BSc (Hons) in Computer Aided Product Design you **MUST** include at least 15 different samples of your own artwork with your application, preferably in CD ROM format or as 35mm slides or colour prints. Artwork supplied should reflect the range of your creative ability.

You may find it useful to complete the following checklist to make sure you have completed all parts of the form and have included all relevant supporting documentation

Application Checklist for Overseas Applicants

The Application Form

- I have completed all sections of the form
- I have signed the form

Documents Attached

- Copies of academic certificates
- Transcripts of results in each subject
- English language examination results
- References
- Artwork (if applicable)

If you are making an application through an agent, please send your form to the following address:

International Office
Northumbria University
21/22 Ellison Place
Newcastle upon Tyne
NE1 8ST
UNITED KINGDOM

Fax: 0044 191 261 1264

Application Form: The Reference

Part C



Solely for use for applications not handled by the University and Colleges Admissions Service (UCAS) or other clearing houses

**Reference Number
(for university use)**

This separate reference form is available for applicants who need to provide more than one reference. See Notes for Guidance

Confidential statement by referee (to be completed by all applicants)

Applicant's full name

Date of birth

1st choice of course (see prospectus for official title)

Alternative choice of course

NOTES for the Guidance of Referees

Please ensure that the form is completed in black ink and, if typed, that a good ribbon is used. If possible check that the applicant has completed the form correctly and legibly.

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions.

In order that institutions can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

1. Suitability for the course(s) applied for.
2. Intellectual qualities including:
 - (a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result;
 - (b) present performance;
 - (c) potential, including an assessment of the probable results of pending examinations; if applicable.
3. Personal qualities.
4. Career aspirations.
5. Health and other personal circumstances relevant to the application.
6. Athletic, social and other interests.

Mature Applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5 and 6 above

**Please return to: Admissions
Northumbria University
Trinity Building
Northumberland Road
Newcastle upon Tyne
NE1 8ST**

Confidential statement by referee

Name of referee _____

Post/occupation/relationship _____

Address _____

Telephone No. (including STD) _____ Fax No. (including STD) _____

This form may be photocopied: please type with a good black ribbon or write in black ink within the frame. Typing is very much preferred. Please affix official stamp where appropriate, at the end of the statement.

Name of applicant (block capitals or type) _____

Section 6 checked
as correct (if
applicable)

YES/NO

Signed _____

Date _____

If you are using Part C to request a reference please enter your name and programme choice on the form.

Normally, your referee would be one of the following: The Head of your present or last school; Principal or Programme tutor of your present or last programme of studies. If you have been out of education for some time, you may wish to consider one of the following; your current or last employer: or training officer, or careers advisor; an officer of any relevant organisation you belong to (voluntary or not). If you have any difficulty in identifying a suitable referee you should seek the advice of the programme to which you are applying.

You may need to submit two references or you need to submit your application form and send the reference form to your referee who can then send the completed reference separately. The University may contact your referee(s) directly after receipt of your application.

NOTES FOR THE GUIDANCE OF REFEREES

The reference may be photocopied therefore please ensure that the form is completed in black ink and/or typed. If possible check that the applicant has completed the form correctly and legibly

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions.

In order that the University can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

- 1 Suitability for the programme(s) applied for.
- 2 Intellectual qualities including:
 - a) development to date and previous examination performance with reference to any factors which may in your opinion have adversely influenced the result including, if relevant, a verification of the examinations detailed in Section 6.
 - b) present performance.
 - c) potential, including an assessment of the probable results of any pending examinations.
- 3 Personal qualities.
- 4 Career aspirations.
- 5 Health and other personal circumstances relevant to the application.
- 6 Athletic, social and other interests.